

STANDING RULES
Teachers Association of West Covina /CTA/NEA
 (Adopted April 7, 2004)

STANDING RULES FORMATION

Standing rules can be amended or changed by a simple majority vote of the Executive Board.

EXECUTIVE BOARD ATTENDANCE

Executive Board members absent from four (4) consecutive regularly scheduled meetings shall be considered to have vacated his/her position. An election to fill that position will be held within 30 days.

NOMINATIONS AND ELECTIONS

(Required Election Standing Rules that must be included in the Bylaws and as Standing Rules for the Local.)

Standing Rules are the day-to-day rules by which the organization runs its meetings and business. They should be easily changed in order to adapt to changing conditions and policy (example: simple majority vote of the Executive Board).

A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee shall be appointed.
3. The Elections Committee shall be composed of at least three members.
4. The chair of the Elections Committee shall be appointed by the President.
5. Members of the Elections Committee shall be approved by the Executive Board.
6. A member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.

B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualifications for office shall be membership in the chapter.
2. Every member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all member vote. A member who is off-track shall be sent election information by mail to his/her last known residence.
5. A chapter shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.

If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.

7. All elections shall be decided by a majority vote, unless otherwise specified in CTA and/or NEA Guidelines.
8. If a candidate does not receive a majority vote, a run-off election shall be conducted between the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. **There shall be no provisions or write-in candidates in run-off elections.**

C. Announcement

1. The announcement of election shall include the offices, length of terms, and the election timeline.
2. The announcement shall be publicized in a manner that ensures every member has an opportunity to file a declaration of candidacy.

C. Timeline

1. Schools on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
 - a. **Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.**
 - b. Date for acknowledgment of declarations from candidates.
 - c. Date for preparation of ballots.
 - d. Date on which ballots will be distributed.
 - e. Date(s) when voting will take place.
 - f. Deadline date, time and place for return of ballots, (date received, not post-mark date).
 - g. Date, time and place where ballots will be counted.
 - h. Date(s) that announcement of results will be made to leadership, candidates and members.
 - i. Dates and timelines for run-off election, if necessary.
 - j. Deadline for filing of challenges- (date received, not post-mark date).

E. Finances and Use of Unit Resources

1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.
3. A unit may not state or indicate its preference for a candidate in the unit's publications.
4. A candidate may not use the official logo of the unit or official Association title in a way that suggests that the candidate has the support of the unit, CTA or any of its affiliates.

7. Candidate's Rights

1. Privileges extended to one candidate shall be extended to all candidates.
2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
3. Each candidate shall have the right of access to a list containing the names and last known addresses of all members or lists of site rosters as determined by the chapter's local governance documents or the Service Center's rules of operation. This right does not include the right to copy and is limited to one time within thirty (30) days before the election.
3. A candidate may not use the official logo of the unit or official Association title in a way that suggests that the candidate has the support of the unit, CTA or any of its affiliates.
4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

8. Ballot

1. The names of the candidates shall be printed on the ballot in CTA election alphabet, in alphabetical order or in an order pre-selected by the unit for one year. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
2. The ballot shall state the name of the office, the term, and the names of the candidates.
5. The ballot shall include space for a write-in candidate, except in run-off elections.

9. Distribution of Ballots and Method of Voting

1. Each member shall receive a ballot.
2. Voting shall be by one or a combination of the following methods:
 - a. At School Site/Specified Voting Site
If a Site Representative is a candidate, refer to *A. Elections Committee, 6.*
 - 1). Voting At School Site(s)/Specified Voting Site
 - a). Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 - (1) Voter Roster – List of eligible voters.
 - (2) Voter Sign-up Sheet – List of eligible voters that includes a place for a signature.
 - b). The marked ballot must be returned to a designated site representative or ballot box.
 - c). Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.
 - d) Members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.
 - 2). Voting At School Site(s)/Specified Voting Site Using Envelopes
When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:
 - a). A list of current members shall be prepared, which includes each members name, school and home address.
 - b). The voter shall be provided with the following:
 - (1). A ballot;

- (2). Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope addressed to the chapter; and deadline date for receipt of the voted ballot at the chapter office;
 - (3). A small envelope (inner envelope) in which to place the voted ballot; and,
 - (4). A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- c). At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
 - d). The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - e). All inner envelopes shall be placed in a separate receptacle.
 - f). The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
 - g). Members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.

b. By mail

When the voting is conducted by mail, the procedure shall be as follows:

Members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

- 1). A list of current official members shall be prepared, which includes the following: name, school and home address.
- 2). The mailing list shall exactly correspond to the current official roll of voting members.
- 3). Each voter shall be provided with:
 - a). A ballot;
 - b). Instructions on:
 - (1). Folding and placing of the ballot in the unsigned inner envelope;
 - (2). Placing of the unsigned inner envelope into the outer envelope;
 - (3). Signature and school on the outer envelope addressed to the chapter; and
 - (4). Deadline date for receipt of the voted ballot at the chapter office.
 - c). A small envelope (inner envelope) in which to place the voted ballot; and,
 - d). A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
 - e). Instructions on returning of the voted ballot, including the signature.
- 4). The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
- 5). At the time of counting, the names on the outer envelope shall be checked against the official list of teachers.
- 6). The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- 7). All inner envelopes shall be placed in a separate receptacle.
- 8). The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

I. Vote Requirement

The decision to require a majority or a plurality vote must be made before the election is conducted.

1. A majority vote means more than fifty percent (50%) of the legal votes cast.
2. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast, excluding blank and/or illegal ballots. Write in votes are valid and must be counted.
3. A plurality vote means the largest number of votes to be given any candidate or issue when three (3) or more choices are given.
4. For unit officers, the election will be by majority vote unless other provisions are specified in the unit's bylaws.
5. For State Council: ¹
 - a. If a unit is a single electoral district or a multiple unit electoral district, the election for State Council Representative will be by majority vote.
 - b. If the unit is within a multiple unit electoral district, results must be sent to the Service Center Council Elections Committee to determine if a candidate has received a majority vote.
6. If a candidate does not receive a majority vote, a run-off election shall be conducted between the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. There shall be no provisions or write-in candidates in run-off elections.
7. For NEA Local Delegates, the election will be by majority or plurality vote, as defined in the unit's governance documents. Results must be sent to the CTA Governance Department and to the Service Center Council.
8. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
9. For NEA State Delegates, the election will be by majority or plurality vote as defined in the unit's governance documents. Successor delegates (alternates) are ranked in the order of votes received. Results must be sent to the Service Center Council, which will forward the results to CTA.

J. Counting of Ballots

1. Upon receipt of ballots, tally sheets and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.
 2. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
 - a. Blank ballot;
 - b. More ballots than signatures;
 - c. Ballot submitted after deadline;
 - d. Voter not a member;
 - e. Voter's intent unclear;
 - f. Votes cast for more than number allowed;
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- g. Vote cast on unofficial ballot;
 - h. Vote cast for ineligible candidate.
3. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
 4. The Elections Committee shall prepare the Final Report, recording the following information:
 - a. Total number of ballots cast.
 - b. The number of set aside ballots with an explanation for each category of ballot not counted.
 - c. The number needed to win or pass.
 - d. The number of votes received by each candidate or issue.
 - e. A notation whether the set aside votes would affect the outcome.
 - f. Signature of each Elections Committee member present during the preparation of the report.
 5. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
 6. The President shall announce the results as prescribed by the timelines.
 7. If the votes set aside could affect the outcome of the election, the President and the appropriate body shall decide:
 - a. to count the votes which have been set aside;
 - b. not to count the votes which have been set aside; or
 - c. if the election should be conducted again.

Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
 9. The ballots and voter sign-up sheets shall be retained for one year after the election.

K. Observers

1. Each candidate shall be allowed to have an observer, who may be the candidate, at the vote counting site and shall give the name of the observer to the Elections Committee before counting.
2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results.

L. Challenge Procedure

1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
2. The challenging party(ies) must notify the unit president of a challenge in writing within ten (10) days after the announcement of the results of the election.

The notification must:

- a. Specify which requirement has been violated.

- b. Include evidence, insofar as possible.
 - c. List names and addresses of parties who can give evidence.
3. Within ten (10) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation and determine whether:
 - a. The challenge alleges a violation of the unit's election requirement.
 - b. The challenge is supported by appropriate documentation.
 - c. More information is needed, in which case, the information will be obtained via the most feasible method.
 - d. The alleged violation may have affected the outcome of the election.
 4. The Elections Committee shall meet in a special meeting with the Executive Board to submit a report including issues and recommendations to the Chapter President and the Executive Board. The Executive Board will then make a determination as to whether the challenge should be upheld or denied. The Executive Board shall act on the report immediately at its first opportunity, thereby giving the challenger(s) notification of the Executive Board's decision within the time frame established in item 3 above
 5. If an individual wishes to appeal the decision of the governance body of the unit, or if the unit governance body fails to act, he/she may file an appeal within ten (10) calendar days from the date of the filing of the challenge by writing to the CTA President.
 6. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

M. Initiative Procedures

1. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 45 school days shall be permitted to obtain the signatures of at least 10 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have 5 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 7 school days in which to gather and submit the necessary signatures. The chapter president shall have 3 school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.

10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

N. Referendum Procedures

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds vote of the Representative Council at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

O. Recall Procedures

1. The active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's active members.
 2. A member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
 3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
 4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 school days shall be permitted to obtain the signatures of at least 25 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
 5. The circulators shall present to the chapter president the petition(s) containing original signatures.
 6. The chapter president shall have 10 school days in which to verify the membership of the signers of the petition.
 7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 school days in which to verify the membership of the additional signers.
 8. The chapter president shall cause a ballot to be furnished to the members no less than 20 school days after verification of membership. The period that school is officially not in session shall not be included in this count.
 9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
 10. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.
 11. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.
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ELECTION OF EXECUTIVE BOARD and PAR COMMITTEE MEMBERS

- A. Announcements of any open positions, responsibilities of each position and length of office for the Executive Board or PAR will be made to all members in the month of April.
- B. Any Association member may be nominated for a position or nominate himself.
- C. Nominations for open positions will be taken at the April Representative Meeting.
- D. Members will have 14 calendar days to submit nominations or to nominate themselves.
- E. Each candidate will fill out a nomination form and be given an election timeline with candidacy rules and regulations following CTA election guidelines.
- F. The election of Executive Board members and PAR representatives will be held during the month of May.
- G. Any run off election will be held the first week of June.
- H. The Executive Board will assume their positions as of July 1 in that same calendar year.

PEER ASSISTANCE AND REVIEW (PAR)

- A. Joint Committee:
 - 1. The committee has seven members: three district administrators and four Association teachers.
 - 2. The teachers will be selected for PAR by secret ballot following regular election procedures including:
 - 3. One K-2 teacher will be elected by a vote of teachers at that grade level.
 - 4. One 3-5 teacher will be elected by a vote of teachers at that grade level.
 - 5. One 6-8 teacher will be elected by a vote of teachers at that grade level.
 - 6. One 9-12 teacher will be elected by a vote of teachers at that grade level.
 - 7. The term for the PAR teacher representative will be three (3) years.
 - 8. PAR representative teachers' primary focus will be to make sure that every possible method of support and high quality assistance is provided any educator "referred " to PAR.
 - 9. Other PAR responsibilities and guidelines are outlined in the Association's *Contract* with the WCUSD.
- B. Teachers elected to the PAR Committee are expected to keep all work confidential to protect the rights of any referred teacher.

OFFICE MANAGER

Representative Council has approved the following employee compensation:
Hourly Wage \$17.17 per hour

PRESIDENTIAL CELL PHONE

The Association will provide the President a cell phone with which to carry on association business. The number of the cell phone will be provided to unit members. The treasurer will review the cell phone bill and present it to the executive board for review in any month that charges exceed the current service plan.

STIPENDS FOR ASSOCIATION WORK:

Officers of the Association:

Each officer will receive a monthly stipend to be paid during the months the Association is doing business for its members.

The stipend schedule approved by Representative Council is:

President	\$450.00 per month
Vice-President	\$ 75.00 per month
Treasurer	\$125.00 per month
Secretary	\$ 75.00 per month

Grievance Committee Co-Chairs:

Grievance committee co-chairs will receive a stipend.

The stipend schedule approved by Representative Council is:

Grievance	\$50.00 per month
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Negotiation Team:

Each member of the negotiating team will be paid a stipend for each day of negotiating work or planning done with the team.

The stipend schedule approved by Representative Council is:

Negotiation	\$50.00 per day
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Newsletter Editor

The association newsletter editor will be paid a stipend.

The stipend schedule approved by Representative Council is:

Editor	\$50.00 for each newsletter edition
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End of TAWC Standing Rules